

## Idaho Public Charter School Commission Pre-Opening Timeline

<u>Report</u>	<u>Benchmark</u>	<u>Required Documentation</u>	<u>Deadline</u>
<b>Performance Certificate</b>	Performance Certificate signed and on file	Submitted to PCSC	<b>75 days after approval</b>
<b>New Charter School Bootcamp</b>		Provide Proof of Attendance	<b>May 31</b>
<b>Enrollment</b>	Current enrollment figures, based on completed acceptance enrollment forms, documented and submitted	Documentation of acceptance enrollment forms	<b>May 31</b>
	Break-even or better enrollment achieved	Analysis of submitted enrollment documentation and petition budget	
<b>Facilities</b>	Copy of facility lease or mortgage has been submitted	Copy of facility lease or mortgage	<b>May 31</b>
	Necessary facility inspections have been initiated, required improvements/timeline established	Letter from contractor/landlord verifying improvements & timeline	
<b>School Calendar</b>	School Calendar in place for upcoming school year	Copy of School Calendar	<b>May 31</b>
<b>Learning Program</b>	Curriculum scope and sequence for the grades to be serviced in the first year are complete	School Assurance Form	<b>May 31</b>
	Textbooks/Curriculum are available or have been ordered, and invoices are on file	School Assurance Form	
<b>Financial</b>	Internal Control Policies adopted	Completion of Internal Control Risk Analysis	<b>May 31</b>
	All required and appropriate insurance policies have been obtained.	Copies of issued insurance policies	
<b>Staffing</b>	Contracts and position descriptions have been established for administration, directors, teachers, and support staff	Copies of all signed contracts	<b>May 31</b>
	Special Education Director identified and hired	School Assurance Form	
<b>Charter School Advance Payment Request (SDE)</b>			<b>June 1</b>
<b>Transportation Advance Payment Request (SDE)</b>			<b>June 15</b>
<b>Consolidated Federal and State Grant Application (SDE)</b>			<b>June 30</b>
<b>Budget</b>	Annual Budget Approved and Submitted to SDE, PCSC	SDE Budget Template	<b>July 15</b>

## Idaho Public Charter School Commission Pre-Opening Timeline

<u>Report</u>	<u>Benchmark</u>	<u>Required Documentation</u>	<u>Deadline</u>
Education Directory Updates (SDE)			July 30
PCSC Dashboard Report			July 30
School Policy	Policies and procedures for identifying and servicing EL and SPED students are appropriate and in place	School Assurance Form	July 31
	Student/Parent Handbook developed	School Assurance Form	
	Staff policies developed	School Assurance Form	
	School policy book has been developed/adopted	School Assurance Form	
Enrollment	System in place for gathering and reporting student data needed for federal entitlement programs	School Assurance Form	July 31
	Policies and procedures for student record receipt and review are appropriate and in place	School Assurance Form	
Facilities	Fire Inspection conducted, passed, and on file	Copy of inspection report	July 31
	Certificate of Occupancy specifying maximum occupancy awarded and on file	Copy of Certificate of Occupancy	
	Building Inspection conducted, passed, and on file	Copy of inspection report	
	Health District Inspection conducted, passed, and on file	Copy of inspection report	
	Custodial/maintenance services contracted	Copy of contract	
Financial	Independent Auditor has been contracted (if applicable)	Letter from Audit firm	July 31
	Forms acquired for PO, checks, reimbursements, leave requests, etc.	School Assurance Form	
	Food Service Agreement signed and on file	School Assurance Form	
	Transportation Agreement signed and on file	School Assurance Form	

## Idaho Public Charter School Commission Pre-Opening Timeline

<u>Report</u>	<u>Benchmark</u>	<u>Required Documentation</u>	<u>Deadline</u>
<b>Staffing</b>	All teachers are properly licensed, documentation on file	Reviewed at Site Visit	<b>July 31</b>
	Special Education record keeping procedures and responsible staff identified	School Assurance Form	
	Staff professional development planned	School Assurance Form	
	All staff listing with titles and positions, along with any vacancies submitted	Submitted to PCSC	
<b>Board Governance</b>	Board Meeting Calendar Established	School Assurance Form	<b>July 31</b>
	Board Conflict of Interest Policies and Code of Ethics are signed and on file	Submitted to PCSC	
	Meeting minutes from at least one board meeting in the past 60 days	Submitted to PCSC	
	Job descriptions for Board Officers and Members	School Assurance Form	
	Board training plan outlined	School Assurance Form	
	Updated list of governing board, listing position and contact information	Submitted to PCSC	
<b>Site Visit</b>	Facility space is accessible, clean, and well lit	Reviewed at Site Visit	<b>TBD</b>
	Classroom furnishings meet needs of student population and are arranged appropriately for instruction	Reviewed at Site Visit	
	Equipment is operational and technology available for student use	Reviewed at Site Visit	
	Certificate of Occupancy on file	Reviewed at Site Visit	
	Fire Inspection passed and on file	Reviewed at Site Visit	
<b>Special Education Assurances</b>	Details available from SDE or Charter School Special Ed Primer	SDE	<b>Before 1st day of instruction</b>